

SPECIAL INSTRUCTIONS FOR COMPLETING PART III - PROGRAM NARRATIVE, FORM SSA-OESP-04-1 (Grants to State Protection and Advocacy Systems to Provide Protection and Advocacy Services to Social Security Beneficiaries with Disabilities, Work Incentives Assistance Program Announcement No. SSA-OESP-04-1)

Please use the following instructions to complete Part III, Program Narrative, of the application in lieu of the instructions provided on the form.

In completing the program narrative, do not exceed 20 pages, typed double-spaced, or 10 pages, typed single-spaced. Attachments that are needed to support the program narrative count within the 20/10-page limit. Exceptions to the page limit are job descriptions, resumes, letters of intent/endorsement, and agreements with State and local public and private entities about the proposed project.

Do not prepare the program narrative in "compressed" type. Type on one side only of standard-size (8 1/2 x 11) white bond paper. Number each page consecutively at the bottom beginning with Page III-1.

Review of the program narrative will concentrate on the criteria listed in the Evaluation Criteria of the SSA announcement. Therefore, providing clear, well-organized (according to guidelines below) information on how the project meets the evaluation criteria for this announcement will greatly facilitate the application review process. In addition, should the proposed project be funded, the information provided in the program narrative will form the basis for SSA to monitor the grant, evaluate progress, and plan for technical assistance.

Part III - Program Narrative, should be organized under the following major headings:

- I. Project Title, Summary and Objectives
- II. Description and Importance of Project
- III. Project Staff and Facilities
- IV. Work Plan
- V. Expected Outcomes

Complete each of the five major sections of the program narrative according to the following guidelines:

- I. Project Title, Summary and Objectives
 - A. Select a title that is both short and descriptive.
 - B. Provide a summary of the proposal, including the scope of the project.
 - C. Specify the goals and objectives of the project and discuss the relationship between the issues to be examined in the proposed project and the goals and objectives of the announcement, as discussed in the program description. It should be apparent that the applicant understands the goals and objective(s) of the announcement.
- II. Description and Importance of Project
 - A. Describe the P&A agency/entity's current system for providing protection and advocacy services to assist people with disabilities secure, maintain, or regain gainful employment. Include discussion of the appropriateness of the current case management and monitoring systems, management information system, and other systems.
 - B. Discuss how the agency will provide services specifically to eligible SSI/SSDI beneficiaries.
 - C. Explain how the project will measure progress and achievements.
 - D. Describe the target population, including the number of project participants, you propose to serve.
 - E. Describe policies and procedures for handling complaints against the P&A system when it is serving as a BPAO cooperative agreement recipient or an employment network. State whether you have applied or will be applying for a BPAO cooperative agreement or to be an employment network under SSA's Ticket to Work and Self-Sufficiency Program.
- III. Project Staff and Facilities
 - A. Describe project staff organization and, as applicable, show linkages with other State/local entities.
 - B. Describe staff qualifications. Include resumes and a short biographical sketch of the proposed Project Director and other key project staff, highlighting special qualifications that relate to the accomplishment of the project objectives,

in areas such as education, experience and publications. For example, describe experience relating to P&A and return-to-work efforts for SSDI and SSI beneficiaries. For each of the key staff not identified at the time of application, provide (in lieu of a biographical sketch) a job description; location of the job, if it exists in another agency/entity; or qualifications sought and a projection of how long after notification of grant award the recruitment of staff will take.

- C. Describe the resources of the applicant agency to plan, coordinate, monitor, conduct and complete the program. Clearly link staff responsibilities to project tasks/activities, and evaluation requirements.
- D. Describe the specific involvement of personnel in other agencies on the proposed project, including: a description of their activities, estimated time schedule, their qualifications (unless addressed in B above), and written assurances that personnel are available and able to complete the work within time and budget constraints.

IV. Work Plan

- A. List and describe the tasks/activities that will be necessary to carry out the program, including the completion of the deliverables and evaluation requirements. Include milestones for tasks/activities.
- B. Specify the product(s) for each task/activity that can be provided to SSA as proof that the deliverable/requirement has been completed. Show the anticipated start and end dates for each task/activity.
- C. To the extent possible, identify the individual/entity responsible (by name and job title) for each task/activity.
- D. Describe the plan for control and oversight of the program. Include plans for coordinating and monitoring the implementation of the tasks/activities needed to carry out the program, including status reports, briefings, training/retraining, exchanging information

with other States, site visits, etc. As appropriate, describe the systems (e.g., case management) to be developed/used.

V. Expected Outcomes

- A. Estimate the benefits that will result from the proposed program to SSA and SSI/SSDI beneficiaries.
- B. Estimate the potential usefulness for the advancement of knowledge, if applicable.
- C. Provide data, either demographic or experience gained from similar projects, to support these estimates. Describe any special features of the target population (i.e., SSI/SSDI beneficiaries), and the operational environment in which the program will operate that would affect the anticipated outcomes.